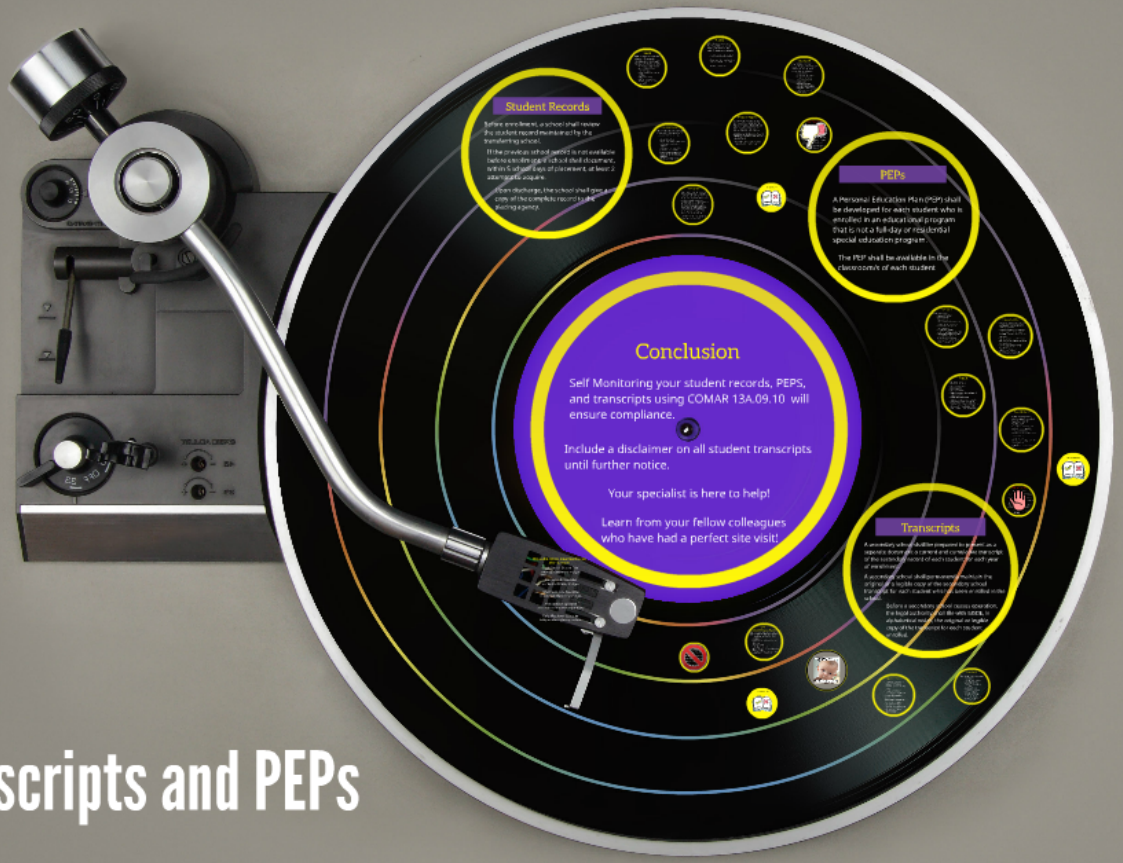
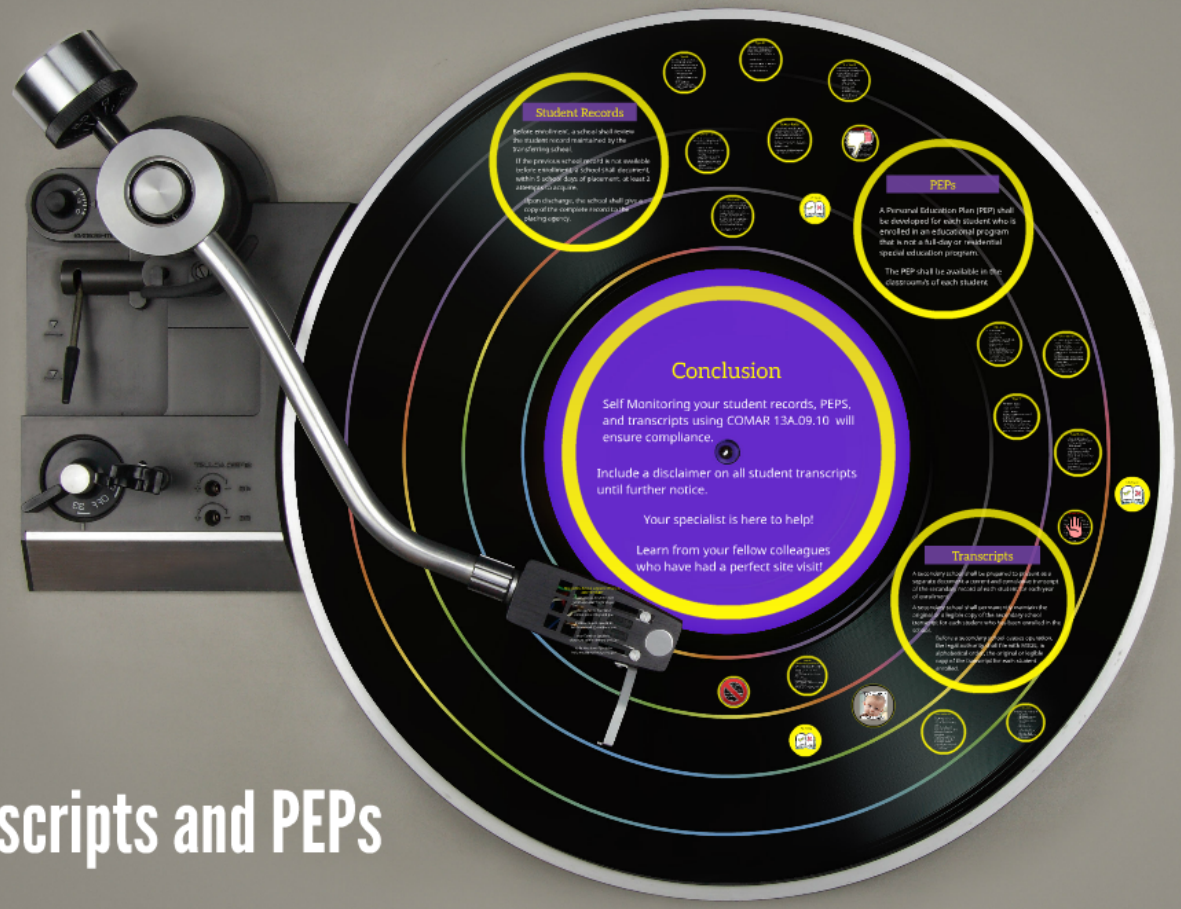


Student Records, Transcripts and PEPs

Prezi



Student Records, Transcripts and PEPs

Prezi

Student Records

Before enrollment, a school shall review the student record maintained by the transferring school.

If the previous school record is not available before enrollment, a school shall document, within 5 school days of placement, at least 2 attempts to acquire.

Upon discharge, the school shall give a copy of the complete record to the placing agency.

- Previous grade placement
- Performance in each curricular area
- High school credits earned to date
- IEP (if applicable)
- MD assessment results
- Days of attendance in the current SY

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Type I and II

A school shall maintain student record information on a standard form for each student, which includes:

- School name
- School location address
- School telephone #
- Student name (first middle and last)
- Student birth date
- Student home address
- Enrollment date
- Withdrawal date (or blank space)

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Type I and II cont....

A school shall maintain student record information in a standard format for each student, which includes:

- Student attendance
- Student performance information on IEP, grades, or both, as applicable
- Code for the meaning of the performance information, grades, or both, as applicable
- Student IEP or PEP, or both, as applicable
- Student grade placement

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Type III

Within 5 days of placement, a school shall acquire the following student information via telephone or electronically:

- Previous grade placement
- Performance in each curricular area
- High school credits earned to date
- IEP (if applicable)
- MD assessment results
- Days of attendance in the current SY

Prezi

Type III

When the record is unavailable, the school shall document at least 2 attempts to acquire within 5 school days to include:

- Month, day and year of contact
- Name and title of individual from whom the info was requested
- Result of each attempt

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Privacy Rights

A school shall have written policies and procedures on protecting the right of privacy of students and their parents relative to access to, and release of records, which include:

- Policy statement assuring that all records pertaining to a student are available to the parent for review
  - Procedure to be followed by parent who requests to review records

Prezi

Privacy cont...

- Policy statement assuring that the school may not disclose personally identifiable information without prior written consent of the parent unless otherwise allowed by law
- Procedures by which the school shall maintain a written record of requests for, and disclosure of, personally identifiable information from a student's record that includes the first, middle, and last name of student, the name of the reviewer, the month, day and year of review, and the purpose of review (e.g.- access log)
- Procedures for informing the parent of these policies and procedures

Prezi

Let's Discuss

Prezi

Common Errors

- Middle name missing on access log
- Stu standard format"
- signed
- N attempts to obtain
  pre (Type I and II) or
  document incomplete (Type III)
- Attempt to obtain previous records
  documented after 5 days from
  enrollment
  - IEP has not been amended to
    reflect current placement

Prezi

PEPs

A Personal Education Plan (PEP) shall be developed for each student who is enrolled in an educational program that is not a full-day or residential special education program.

The PEP shall be available in the classroom/s of each student

Prezi

Type I and II

PEP shall include:

- Student name (FML)
- Student gender
- Student birth date
- Projected beginning month, day, and year of implementation
- Ending month and year of implementation
- Grade level of student's performance in reading and math
- Standardized tests or diagnostic tests, or both, used to demonstrate grade level of reading and math (must include administration dates)

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Type I and II Cont...

- Educational program/s in which a student is enrolled (specified in COMAR.09.10.09A)
- Schedule of student's classes and teachers (Type II-designation of nonpublic or public school teacher for each)
- Specific secondary credits earned
- Summary of MD test requirements
- Transition plan
- Month, day, and year of PEP development
- Signature of preparer
- IEP of student, if applicable

Prezi

Type III

PEP shall include:

- Student name (FML)
- Student gender
- Student birth date
- Beginning month, day, and year of implementation
- Grade level of student's performance in reading and math
- Standardized tests or diagnostic tests, or both, used to determine the grade level in reading and math (must include administration dates)

Prezi

Type III Cont...

- Education program/s in which a student is enrolled (specified in COMAR 13A.09.10.20B)
- Student's educational plan with a least one goal for each area of instruction
- Schedule of student's classes and teachers
- Transition plan
- Month, date, and year of PEP development
- Signature of developer/s

Prezi

Let's Discuss

Prezi

Common Errors

- No m e name
- Date F d missing
- Signatu missing
- Im s. date of deve
- Educa n which studen ssing
- Schedule of classes missing

Prezi

Transcripts

A secondary school shall be prepared to present as a separate document a current and cumulative transcript of the secondary record of each student for each year of enrollment.

A secondary school shall permanently maintain the original or a legible copy of the secondary school transcript for each student who has been enrolled in the school.

Before a secondary school ceases operation, the legal authority shall file with MSDE, in alphabetical order, the original or legible copy of the transcript for each student enrolled.

Prezi

Type I and II

Transcripts must include:

- School name
- School location address
- School telephone #
- Student First, Middle and Last name
- Student birth date
- Student home address
- Credits and grades earned in each subject area in each grade
- Code of the meaning of grading system

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Type I and II Cont...

- Designation of transfer credits and name of school originally granting credits
- Date of enrollment in secondary school program
- Date of withdrawal or graduation
- Total days of attendance during each school year
- Summary of service learning hours completed
- Summary of state testing requirements*

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SO WE NEED TO HAVE STATE TESTING INFO ON OUR TRANSCRIPTS
BUT WE AREN'T ALLOWED TO HAVE STATE TESTING INFO ON OUR TRANSCRIPTS?

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Type III
Student Progress Report

When a student leaves a Type III program, a progress report that includes the following shall be prepared:

- Performance or grades, or both for each curricular area
- Code for the meaning of the performance/ grade
- Date of entry
- Date of withdrawal
- Specific days of attendance
- Hours of instruction in each curricular area at the secondary level
- Recommendations for placement, including referral to spec. ed., if appropriate

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Let's Discuss

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Conclusion

Self Monitoring your student records, PEPS, and transcripts using COMAR 13A.09.10 will ensure compliance.

Include a disclaimer on all student transcripts until further notice.

Your specialist is here to help!

Learn from your fellow colleagues who have had a perfect site visit!

Nonpublic School Approval Branch
410-767-0407
Sarah Spross- Branch Chief
sarah.spross@maryland.gov
Denise Scott- Specialist
denise.scott@mayland.gov
Kristine Angelis- Specialist

Prezi

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Denise Scott- Specialist
denise.scott@mayland.gov

Kristine Angelis- Specialist
kristine.angelis@maryland.gov

Alex Cambra- Specialist
alexandra.cambra@maryland.gov

Kelly Meadows- Specialist
kelly.meadows@maryland.gov

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